

MSTM Custodian/Maintenance Worker Job Description

SUMMARY: Responsible for the cleanliness, sanitation, security and basic maintenance of the school area, building, grounds and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Perform cleaning duties including removing trash and cleaning and/or sanitizing of all location's facilities, including, but not limited to, classrooms, restrooms, hallways, stairwells, common areas, offices, cafeteria, gymnasium, media center, locker rooms, auditoriums, stages and custodial office/storage areas. Secure interior doors and turn out lights.
2. Assists with staff, public, students, teachers and community groups using the building during assigned shift. May perform set up and tear down of audio visual equipment, assisting users on setting up and testing equipment, training users as needed, and troubleshooting any audio visual problems to ensure functionality. Answers questions, responds to requests and/or direct individuals to appropriate individuals or building areas.
3. Assists with building operation for building use and events, including setting up, cleaning up, locking/unlocking areas for access and supporting individuals using building areas.
4. May perform building and site safety and operational checks, including inspecting for hazards, graffiti and vandalism. Respond to fire alarm and burglar alarms. Report findings to supervisor.
5. Assist with mowing; edging; tree trimming; removing snow, ice and gravel; and cleaning outside windows, doors and lighting.
6. Communicate with Supervisor about issues and needs for department either verbally or through a written communication.
7. Perform seasonal, summer and project cleaning as planned and assigned by Supervisor. Perform other job-related duties as assigned.
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EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 18 years of age.
- No experience required; experience in general cleaning, chemical handling and customer service preferred.

TRAININGS, CERTIFICATIONS, AND PRESERVICE REQUIREMENTS:

- Background check required for hire.
- Universal Precautions training required upon hire.
- Willing to obtain required training and certification required by state and federal requirements.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Basic problem solving skills.
- Ability to acquire skills necessary to operate various types of cleaning equipment.
- Ability to prioritize tasks and adapt to changes without notice.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

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PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Ability to stand and walk for extended periods of time.
- Ability to lift up to 50 pounds.
- Ability to work safely with toxic or caustic chemicals.